



JOB DESCRIPTION

POSITION TITLE:	Cashier
SALARY:	\$13.00 - \$15.00/Hour
FLSA JOB STATUS:	Full Time, Hourly
REPORTS TO:	Food Services Director
SUPERVISES:	N/A
BENEFITS:	Paid Time Off, Health, dental, vision, Life, Short Term Disability

POSITION SUMMARY: The Broad St Café provides on-the-job style training to students in the Youth Development Program (YDP) and operates a revenue-generating café operation. The objective of this position is to execute YDP program requirements while fulfilling the Broad Street site's operational duties. Consistent and accurate modeling of Liberty's Kitchen values and product standards are essential in creating an effective training environment.

ESSENTIAL FUNCTIONS:

- **Coordinate with the Food Services Director to ensure operational efficiency by:**
 - Following health and safety guidelines for safe and sanitary food/beverage production
 - Maintaining a clean and neat work area to create an inviting atmosphere for guests
 - Present food and product needs to Food Services Director for ordering purposes.
 - Assisting coworkers as necessary or required with production
 - Meeting production timing requirements to ensure service times are adhered to
- **Coordinate with Program Manager to ensure training efficiency by:**
 - Coaching and developing trainees' knowledge and skills under supervision of Food Services Director
 - Supervising and coaching youth participants
 - Modeling ideal employee behavior
 - Occasionally attending youth focused trainings
 - Reporting program data to the program director
- **Maintaining professional and courteous guest/customer interactions**
- **Cash Handling**
- **Attend all scheduled employee meetings and participate in a meaningful way**
- **Perform duties as assigned by management**
- **Other duties as required**

REQUIREMENTS:

- High School Diploma or equivalent, required
- ServSafe Certification, preferred
- Experience as a trainer or supervisor in food service operation, preferred
- Customer service – Knowledge of providing customer service. Providing customer satisfaction
- Spatial awareness – being aware of your surroundings and they space which you and objects around you require
- Interpersonal Communication – Verbal and non-verbal communication skills to deal with people in an efficient and appropriate manner

- Organizational skills – general organizing and maintaining of your work space
- Must be able to stand for prolonged periods of time
- Must be able to lift 40lbs

SCHEDULE:

- 8:00AM – 3:30PM, Monday - Friday
- Occasionally will be required to attend staff meetings that last no later than 4:30PM

TRAVEL

- Not a requirement for the position

WORKING CONDITIONS

Routine restaurant kitchen environment, may be exposed to hazardous situations and conditions that produce cuts or minor burns, and can be exposed to hot and cold temperatures, such as working near ovens or freezers.

General Comments: This description is intended to describe the essential job functions and their requirements. It is not an exhaustive list of all duties, responsibilities, and/or requirements of the position. Other functions may be assigned, and management retains the right to add to or revise this job description at any time, with or without prior notice. Liberty’s Kitchen is an Equal Opportunity Employer. Employment is at-will, and this job description does not imply an employment contract.

Application Instructions:

Please submit your resume and cover letter to info@libertyskitchen.org.

Liberty’s Kitchen, Inc. is committed to providing equal employment opportunity to qualified persons without regard to race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, age, disability, military, veteran status of any other protected status or classification under federal, state or local law.

Updated: December 2024

Manager Date

Executive Director Date

Employee Acknowledged and signed:

Signature Date

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